

Discussion

I am currently at the University of Wales studying higher education in employability skills level 4.

Although, the professional career development lectures have enabled me to recognize the importance of the skills and knowledge I would need to develop. **Describing** my experience during the start of my course work at the university, there have been occasions where I have had to reflect on that day.

The incident that took place happened on the very first day attending the course. The course initially started at 9:00am. However, I stood outside at 9:02am dwelling on what was expected of me on the day.

The first day I attended, we started with an introduction. This included all other students and me introducing ourselves to each other and the tutor. This immediately made me **feel** uncomfortable and uneasy. During this initial session, I soon realized that the other students and my peers were far more confident than I was. This led me to question myself and how I have handled other similar situations. I was physically shaking with fright of not being as confident as everyone else.

As the lectures continued, I felt more demotivated since my knowledge of the models was limited and I did not understand how to use them. I was also quite aware how everyone else managed to understand and use the models easily while I was struggling.

After this, I went home and reflected on the day. I didn't want to continue. I felt like I was already failing before I even began. I knew I needed to research all the models at home and take my time studying them. This began helping me understand the basics.

It also meant I needed to try to make friends with someone else that was also studying the same course and it made me realize I was not an outsider.

Upon **evaluating** the Johari window was developed to encourage recognizing self-awareness and communication related to behavior (Oliver and Duncan, 2019)

Even after struggling and feeling lost I soon realized I could not be the only one feeling the same starting a new course.

I have learned that it would be essential for me to develop my skills and knowledge. The Honey and Mumford Model has different learning styles based on students approach to capture and transform the collected information (Dantas and Cunha, 2020)

The **analysis** of the lectures and course experience has made me realize that I would need to become more well organized in using these models so that I can better understand my

current skills and abilities. I have realized through the lectures that understanding my own learning style was a big challenge for me. I was unable to see which learning style was more suited to me and tried to use all of them. Since taking the test of the Honey and Mumford learning styles, I realized that I am a realist. However, I was unable to understand how to use them.

The situation was made worse by my own thoughts, I feel I should have approached the first day differently.

To **conclude** I have realized I am more than capable of handling a situation as an adult and know that not every situation I face will be easy. Although I felt unworthy of applying for this course and to study, I now can see not everything that scares you in life should stop you from doing so. I should have prepared myself before applying and attending the course, which would have benefited me on the first few days. Also, I should have spoken to my tutor and explained my situation, which I also believe could have made me feel more at ease.

Futhermore, the SWOT analysis has revealed that I have opportunities to develop things such as my leadership, time management and teamwork skills. To explain how I could achieve them, I used the SMART model. The SMART model has helped me to focus on how to achieve realistic and achievable goals. (Swann et al., 2023) Using this model has helped me to identify the areas I need to focus on. Based on the other models used during the courses, time management, teamwork and leadership are skills which I need to focus on enhancing. Developing leadership skills is more about training an individual's behavioral styles since it needs a combination of social, behavioral and cognitive abilities (Klus and Muller, 2020) I would be able to increase my ability to do this by enrolling in various online courses on leadership skills.

In addition to that, I could develop my teamwork skills by making sure that I would be in groups and observe others to increase my ability to join others better. Teamwork skills indicate a set of attitudes, knowledge and behaviors which contribute to accomplishing the specific mutual objectives through team efforts (de prada creo, mareque and portela-pino, 2021)

Developing these skills would enable me to become more capable in future situations where I would be able to deliver better outcomes and have a successful career.

Based on the whole experience of the lectures, I have designed an **action plan** using a PDP. Personal development shows an ongoing process which enables an individual to enhance their knowledge, experience and skills to achieve their goals (Martinelli, 2023)

By creating a PDP, I discovered how to break down my goals recognized using SMART target into achievable steps.

This will help me make sure that I can increase my time management, teamwork and leadership skills. In addition to this, I need to make sure that I attempt to understand new models and concepts better before trying to use them such that I can use them effectively.

97% of the employers in the UK are seeking graduates who possess the key 11 employability skills (CMI, 2021) However, 78% of employers believe that graduates do not possess these skills when they enter the workplace. Through the development of these abilities, I can ensure that my employability skills could become better allowing me to have opportunities in creating a successful career.

This will then make it possible for me to be chosen by employers due to my abilities and help me progress my career further.

In future, I will address my concerns by communicating with the relevant people to inform them of my worries.

Along with self-teaching and finding my own learning style without panicking first.

Appendix 1: SWOT

Strengths	Weaknesses
• Reliable • Patient • Good listener	• Time management • Teamwork • Leadership
Opportunities	Threats
• Increase teamwork skills • Include a plan for time keeping • Develop leadership	• High living cost

Appendix 2: SMART

Objectives	Specific (S)	Measurable (M)	Achievable (A)	Relevant (R)	Timely
To increase time management skills	Finish Work on time	Complete tasks within the deadline	Break tasks into smaller parts	Lower stress	3 Months
To develop leadership	Lead others	Others listen to my opinions	Online courses	Better outcomes	9 Months
To enhance teamwork	Unite	Better team as a whole	Work in groups	Increase work satisfaction	11 Months

Appendix 3: Johari Window

	Known to Self	Not Known to Self
Known to others	Open area • Friendly • Trustworthy • Logical	Blind spot • Adaptable
Not Known to others	Hidden Area	Unknown

	• Conflict Resolution • Problem solving	• Helpful • Organized
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Appendix 4: PDP

Objectives	Success Criteria	Actions	Deadline
To increase time management skills	Complete tasks within the deadline	• Break tasks into smaller parts • Schedule work • Use to do lists • Follow deadlines	25 August 2024
To develop leadership	Others listen to my opinions	• Online courses • Observing other leaders • Identifying own leadership style	3 February 2025
To enhance teamwork	Better team bond	• Work in groups • Increase empathy	4 April 2025

		• Recognize own role in the team	
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